G. R. S. IX-5]

Previous references.

1917-18
(Gen. Secs.)

File No. 619-17

Serial Nos. 1

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for May 1918

SUBJECT.

Fixing the responsibility of correcting proofs of Departmental Reports & the officers concerned.

3-6-18

G. R. S. III—1]

1917-18

GENERAL AND REVENUE SECRETARIAT.

(Jm)

NOTES.

File No. 669-17

FILE HEADING.

Issuing Fixing the responsibility of correcting proofs of departmental reports on the Press concerned

From

No. Dated Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

WD 1232—GPB—20,000—18-11-16

G. R. S. III-2]

General and Revenue Secretariat.

for File No. 619 of 1917.

Serial No.

1 Office Memorandum.
No. G 14873 of 4.5.1918
directs that the annual reports received from the Heads of Dep.ts for review in the Branches and be sent to the Press with instructions that proofs thereof should be sent to the Heads concerned for correction and return.

Br VIII has observed as follows in connection with reference to the above O.M.

"This is not marked as S.O. May this be treated as a S.O. and included in the Manual of Gl. circulars and S. orders?"

Vide linked file - dated 6/5.

If approved, this file will now be circulated to the Branches and requested to treat the above O.M. as a S.O. for future guidance.

9/5/18

To Br VIII for noting the order duly taking the linked file

Mg. Secretary as S.O.

10/5/18

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-18—S.

G. R. S. III-2]

General and Revenue Secretariat.

(3)

File No. 619 of 1917.

Serial No.

Filed.

Being a S.O., this Office memorandum has to be printed and it has to also to be incorporated in the Monthly Proceedings Volume

[illegible]
14/5/17

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of the memo-c
are printed

B

GENERAL
30 MAY 1917

NOTE.—Contn. sheet.

WD A 1789—GPB—60,000—20-8-18—S.

20 copies
Co

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

GENERAL AND REVENUE SECRETARIAT

( )

, the *191* .

Date of issue 1st mai 1918

Signed by Mr Bir Legge

Section

File No. 8m b

Serial No.

No. G 14873

To

Office Memorandum

Instances have come to notice in which the Heads of Departments have refused to correct the proofs of the annual reports pertaining to their Departments. As it is desirable that in all such cases the responsibility of correcting proofs of departmental reports should

over.

IV-10
3574

be fixed on the office concerned, the following procedure shall invariably be observed:—

The annual reports received from the heads of Departments for review in the branches should be sent to the Press with clear instructions that proofs thereof should be sent to the heads of the offices concerned for correction and return, a copy of the Communication ~~at the same time~~ being, at the same time sent to the head of the Department concerned for information and guidance.

List of enclosures.

~~For~~ Chief Secretary to Govt.

Examined by

WDSC—GPB.—2,000—15-11-16

To

The Several branches of the Secretariat.

S. O.

Correction of Proofs of Departmental Reports.

No. G. 14873 / G. M. 619-17-1

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
Dated Bangalore, 4th May 1918.

OFFICE MEMORANDUM.

Instances have come to notice in which the Heads of Departments have refused to correct the proofs of the annual reports pertaining to their departments. As it is desirable that in all such cases the responsibility of correcting proofs of departmental reports should be fixed on the office concerned, the following procedure shall invariably be observed:—

The annual reports received from the Heads of Departments for review in the branches should be sent to the Press with clear instructions that proofs thereof should be sent to the Heads of the Offices concerned for correction and return, a copy of the communication being at the same time sent to the Head of the Department concerned for information and guidance.

By Order,

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

Exd.—C.R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 14873—G.M. 619-17-1, dated 4th May 1918.

Correction of Proofs of Departmental Reports.

Issues instructions *re* the——.

WD A2280—GPB—27-5-18—200